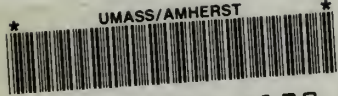


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CARING FOR CHILDREN

YOUR LICENSING GUIDE,
APPLICATION FORM
AND INSTRUCTIONS



OFFICE FOR CHILDREN

Commonwealth of Massachusetts

William F. Weld, Governor
Argeo Paul Cellucci, Lieutenant Governor
Charles D. Baker, Secretary
Susan Costello, Assistant Secretary
Virginia Melendez, Commissioner



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MESSAGE FROM THE COMMISSIONER

Dear Family Day Care Applicant,

I want to congratulate you on deciding to become a licensed child care provider. Providing child care is a wonderful and challenging experience. It is a profession that requires individuals who are well trained, natural caregivers and most importantly love children.

I sincerely hope that your experience providing this valuable service will be a good one and that you succeed in your new profession.

We at the Office for Children appreciate your efforts to meet the child care needs of families across the Commonwealth. We look forward to working with you to provide a safe, nurturing environment which encourages each child to reach her/his full potential.

With best wishes I am,

Sincerely,



Virginia Melendez

Commissioner, Office for Children

This guide contains the following: the license application, technical assistance on other documentation to be submitted, a checklist to help you prepare for your pre-licensing visit, and summaries of important regulatory requirements. You will return the application and keep all the other information for further reference.

WHAT YOU MUST SUBMIT WITH YOUR APPLICATION

The following pages will give you specific information regarding the items listed below.

1. Evidence of having completed, within the past year, a three-hour orientation approved by the Office
2. Evidence of current certification in both basic first aid and CPR for infants and children
3. A medical statement; take the enclosed form to your health care professional
4. If the mental or physical health of any household member may affect your ability to do day care: a medical statement explaining the condition
5. Evidence of immunity to Measles, Mumps, and Rubella
6. Evidence of a negative Mantoux TB test
7. If your water is from a well and not a town water supply, submit a well water test for coliform (bacteria)
8. Background information forms (CORI I) filled out and signed by each adult household member 17 years and over including yourself.
9. A signed check or money order made out to the Commonwealth of Mass.

ADDITIONAL TECHNICAL ASSISTANCE

1. Orientation

You must submit evidence of having completed a 3 hour orientation course within the past year. These courses are given by the many Child Care Resource Agencies throughout the Commonwealth. If you are unsure of your local agency, please call the Office for Children and ask the receptionist.

2. First Aid and CPR

You must submit evidence of having completed an approved First Aid course and an approved CPR for Infants and Children course.

The following First Aid courses are pre-approved:

- All American Red Cross
- National Safety Council (Green Cross Card)
- Medic: Pediatric course

The following CPR courses are pre-approved:

- Red Cross: Community CPR; Infant and Child CPR; CPR-Basic Life Support for the Professional Rescuer
- American Heart Association: Adult and Infant Heartsaver; Basic Life Support; Pediatric BCLS
- National Safety Council: Infant and Toddler CPR
- Medic: Pediatric Course

There are other equivalent courses that have been approved. Please check with your licenser before taking any other course to be sure that it is on the list.

3. Medical Information

Physical Exam. You must submit a statement from your physician with your application. (You may use the enclosed medical form.) The statement must indicate that an exam has been completed within one year prior to your application, and your physician's opinion about your medical ability to provide family day care. If you wish, you may also submit your own supporting statement regarding your ability to care.

Updated Medical Information. If you have been treated or hospitalized for an illness or health condition since your last physical examination or have been treated or hospitalized for a mental health reason within the last year, you must submit a current statement from a medical and/or other treating

professional acceptable to the Office. The statement must indicate that you have the ability to care for young children regardless of the treatment or hospitalization. A statement is considered current if it was written at the completion of the specified treatment or within 30 days prior to the filing of this application.

4. Medical Information on Household Members

Medical Statement. If a household member has a chronic or disabling condition that requires your assistance during daycare hours, or within the past year has been hospitalized for an illness or health condition, treated for mental health reasons, or has had a communicable disease, you must submit a medical statement. The statement must be from a medical and/or other professional acceptable to the Office indicating whether the household member's condition will limit your ability to provide child care or pose any risk to children.

5. Measles, Mumps, Rubella

You must submit evidence of immunity to measles, mumps and rubella.

1. If you were born before 1957, you are assumed to be immune to measles and mumps. You must still show immunity to rubella. If you are not sure about your immunity to these diseases, please consult your physician before seeking immunization.
2. There are many places to search for your immunization records:
 - your pediatrician
 - your current physician's file
 - if you have had a baby: your obstetrician's file, especially for the rubella records
 - your high school or college health records
 - your local board of health
3. If you cannot find your records:
 - you can be revaccinated for MMR
 - you can have a laboratory test performed to check your immunity
 - your doctor may choose to give you a medical exemption based on the fact that re-vaccinating may be medically contraindicated.

6. Mantoux TB Test

If not previously submitted, you must submit evidence of a negative Mantoux TB test.

1. If you have never had a Mantoux TB test, you must submit documentation indicating that an intradermal Mantoux skin test has been completed within 90 days prior to application, and indicating the results.
2. If you can submit evidence of having had a previous negative Mantoux test, you must also submit a medical statement indicating that there have been no signs or symptoms of tuberculosis within the 90 days prior to your application. The medical statement can be no more than 90 days old.

7. Well Water

If your water is not from a municipal supply, you must submit a well water test from a Massachusetts Department of Environmental Protection approved

laboratory listing coliform bacteria level and stating that your water has been approved for drinking. This test must have been done within the past year. Variances may be granted for the use of bottled water. Contact your licenser if you have questions.

8. CORI Forms

These forms must be completely filled out by EVERY member of your household or anyone regularly on the premises who is 17 years of age and older, INCLUDING YOURSELF. Please be sure to doublecheck all the information to ensure that it is correct.

9. Fee Schedule

The fee for application for a three-year license is \$75.

Zoning

If you own your home, you may want to contact your local municipality to find out if there are any zoning requirements for operating a family day care home.

IMPORTANT REGULATORY INFORMATION

A clear understanding of the regulations will enable you to provide the best possible care for the children in your home. The following summaries explain both the regulations and additional Office for Children policies. Your licenser will discuss these issues and answer any of your questions during your visit. You will be asked to sign the statement at the end of this section attesting to your understanding of these regulations.

NUMBER OF CHILDREN

The number that will appear on your License is the number of day care children you are able to care for at any one time. It is determined by starting with six, and then subtracting any of your own "participating" children.

A participating child is *your own child*, age 5 or over and under 10, who is present in your home, or on your property, for more than 3 consecutive hours during the time you are operating your day care home. If your own child(ren) is under 5 years of age, they must count whenever they are present during day care hours. Generally, this means that once a child starts school full time, they will not be counted except during the summer. They will not be counted after school, on holidays, school vacations, sick days, or snow days.

You may only care for three children under the age of two, provided that one of the three is at least 15 months old and walking without assistance.

Once you begin enrolling day care children, you may find that you have several part-time children. You can enroll as many children as you want, but only the number of children listed on your license can be present at any one time in your home. There is no overlap allowed by law.

You must also be aware that any child, under the age of 16, that comes on your property, whether or not accompanied by another adult, counts in your day care numbers. This includes friends of your own children.

Keeping your enrollment in compliance with the law is especially important for the safety and care of the children and for your own liability.

SUPERVISION

Directly supervising children in your home is one of the most important responsibilities of family day care. Direct supervision means being on the same floor level as the children and being able to see and/or hear them without interference. Providing supervision as intended by OFC in its regulations requires you to exercise good judgment. You will find that organizing your household and your day care activities with some planning in advance will help you and the children thrive and will make good judgment govern day-to-day decisionmaking.

The Office for Children regulations have several specific requirements regarding supervision, and it is important that you know all of them. During day care you must:

1. Be on the same floor level as the children
2. Be on the same floor level when children are napping
3. Check napping children at least every 15 minutes
4. Have the children on the same floor level when you prepare meals and if they are in another room, check on them every 15 minutes
5. Be outside when the children use the porch, deck or yard (there are some exceptions to this regulation that your licensor will review with you).

In addition, the regulations require you to be the person directly supervising the children, unless you are using an approved assistant or a household member approved assistant. You cannot leave the children with a member of your family, a neighbor or anyone who is not an OFC approved assistant, except in an emergency, when you may leave the children with a designated emergency back-up person.

The Office for Children also has a written supervision policy to explain other situations that may arise when you are caring for children and how a family day care provider is expected to act when they occur. For example, OFC recognizes that there will be times when you must:

1. Care for a mildly ill child
2. Use the bathroom or assist a child to use the bathroom
3. Answer the door.

If you must leave the presence of the children, you are responsible to ensure that:

1. Your absence is as short as necessary
2. The doors are open, if you and the children are in separate rooms
3. The children are in a hazard-free environment
4. Any child under 18 months of age is in a crib, porta-crib or playpen
5. No child has access to water; and
6. No child is monitoring another child.

If any child in your care is unusually aggressive or active and exhibits behavior difficulties, you are expected to take additional precautions to ensure the safety of all children.

DISCIPLINE

Managing a child's behavior can be very challenging, particularly for you as a day care provider. Discipline means teaching a child how to behave. Setting reasonable expectations, the opportunity for children to be part of the discipline process by offering them choices, and encouraging them to develop self-control are important parts of any behavior management plan.

Only providers and approved assistants are allowed to discipline day care children.

Regulations prohibit:

1. Any form of corporal punishment (i.e. hitting, spanking, or in any way physically harming a child)
2. Verbal abuse or humiliation
3. Depriving children of food
4. Force feeding children
5. Excessive time-out (no more than one (1) minute per age of child)
6. Putting a child out of the sight of the provider.

Providers must not discipline children for soiling, wetting or not using the toilet. Unusual or excessive practices for toileting are not allowed.

More information on this topic is available in the Orientation Manual. Call your licensor if you have specific questions.

It is very important to discuss with parents the methods you will be using in managing the behavior of their children. Philosophies on discipline often differ and open communication with parents is essential.

PROTECTING CHILDREN FROM ABUSE AND NEGLECT

There are two distinct responsibilities for the provider in this category.

1. Providers must operate their homes in such a way to protect children from abuse and neglect. This means:
 - a. Always directly supervise children
 - b. Assuring that no other child or adult ever abuses a day care child
 - c. Never neglecting a child's physical or emotional needs, including provision of food, diapering and toileting
 - d. Never leaving children unattended anywhere
 - e. Never abusing or contributing to the abuse of a child.

You must notify the Office if any report of abuse or neglect is filed against you, an approved assistant, any household member, or any person regularly on the premises.

Any finding that a provider or an approved assistant is in any way responsible for the abuse or neglect occurring at the family day care home may result in emergency suspension or revocation of a license or certificate.

2. Family Day Care providers and approved assistants are Mandated Reporters and must, by law, report any reasonable belief that a child has been or is being abused or neglected. If you believe that a child in your care is being abused, you must immediately call the local Department of Social Services area office or Child At Risk Hot Line. Failure to report is unlawful and could result in legal action against you.

More information on identifying and reporting abuse or neglect is available in the Orientation Manual.

OTHER RESPONSIBILITIES REQUIRED BY LAW

As a family day care provider you must:

1. Make reasonable accommodations to serve children with disabilities unless the accommodations would impose an undue hardship. (Refer to the Orientation Manual for more information.)
2. Provide day care regardless of sex, race, religion, cultural heritage, disability, or marital status of the parent.
3. Honor the confidentiality of all records/information kept about children.
4. Use individual carseats or seat belts whenever transporting children. (Refer to the Orientation Manual for more information.)
5. Make a report to the Department of Social Services if you have reason to believe that a child in your care is suffering from physical or emotional injury due to abuse or neglect. (Refer to the Orientation Manual for more information.)
6. Not provide family day care at any one time for more than the number of children which appears on the license.

LIST OF REQUIRED NOTIFICATIONS

After the license is issued, you must notify the Office for Children if any of the following occurs. Please note the time deadlines for each.

1. **Advance notice necessary.** Thirty (30) days prior to any change in location or address you must notify the office in writing and request an application form for the new address. Licenses are not transferable to another location.
2. **Immediately,** when a report of abuse or neglect is filed with the Department of Social Services against you, an approved assistant, a household member, or any other person regularly on the premises.
3. **Immediately,** when there has been a death, hospitalization, or emergency treatment of any day care child that resulted from an accident or injury while the child was in your care. A written report (see sample forms packet) must be filed with OFC within 48 hours of the incident.
4. **Within five (5) days,** of the initiation of any legal proceedings that are brought against you or anyone regularly on the premises.
5. **Within seven (7) days** if the family day care home telephone number changes.
6. **Within seven (7) days** of the change, if there are any additions to your household, in writing. (See sample forms packet.)
7. **Promptly,** if you stop providing day care for more than thirty (30) days.

APPROVED ASSISTANT, HOUSEHOLD MEMBER APPROVED ASSISTANT, AND EMERGENCY BACK-UP PEOPLE

Approved Assistant

1. **Qualifications.** The same as the providers (see licensing guide).
2. You may use any approved assistant that has a valid certificate. Before you use any approved assistant, you must call the local Office to verify that they have a valid certificate.
3. When you care for more than 3 children under the age of 2, you must have an approved assistant present. If you will not be there, two approved assistants must be present.
4. When you use an approved assistant, you must keep a log documenting the days and times that they are present.

Household Member Assistant

1. **Qualifications.** They must be at least 17 years old and live in your home
2. They must file an application with the Office, submitting the names of two personal references and a CORI I form.
3. They can be used up to 8 hours a week but no more than 25 hours in a year.
4. You must keep a log documenting the days and times that you use a HMAA.
5. If you have more than 1 HMAA, their combined total of hours worked cannot exceed 25 hours per year.

Emergency Back-Up Person

1. This person must live within 10 minutes from your home.
2. This person does not need to be a household member or an approved assistant.
3. You can only use this person in an unanticipated medical emergency. This emergency can include day care children, your own children, spouse, or yourself.
4. You cannot use an unapproved person for a scheduled doctor's appointment.

ISSUES TO BE DISCUSSED AT THE VISIT

1. Discipline ☐
2. Supervision ☐
3. Protecting children from abuse and neglect ☐
4. Additional responsibilities required by law ☐
5. Required notifications to the office ☐
6. Nutrition plan ☐
7. Medical emergency procedures ☐
8. Number of children ☐

I have read and understand the information on discipline; protecting children from abuse and neglect; other responsibilities required by law; list of required notifications; number of children; approved assistants, household member approved assistants, and emergency backup people; and supervision.

 Provider's Signature

 Date

 Licensor's Signature

 Date

For more information, please contact your licensor.

EMERGENCY EVACUATION PLAN

The regulations specify that you must have a written plan approved by the Office for the evacuation of children from the day care home. This plan must be kept current taking into account the children that you have enrolled (i.e. infants, children with disabilities). You must practice from each approved floor level at least once a month and keep a log (see sample form #9). Please answer the following questions, designed to help you formulate your plan. The licensor will review this plan with you on the visit.

What is the evacuation route from each floor level?

Where is your gathering place once you are outside?

What is your method for contacting the fire department or emergency personnel?

Do you have day care children or household members who will need special assistance in evacuating?

☐ Yes ☐ No

If yes, please explain:

PRELICENSING VISIT

After your completed application has been received, your Family Day Care Licenser will be calling you within the next few weeks to set up a time for a visit. This visit will take between 60 to 90 minutes. If you have any questions or concerns, that would be a good time to discuss them with your licenser.

The licenser will be looking at all the areas to be used by the day care children. You need to be sure that these areas, including all the exits used by children, are free of hazards.

The following items will be checked by the licenser during the visit. The Office for Children cannot issue a license until your home meets day care regulations. We suggest that you take the time to use this checklist to help prepare you for the licenser to visit.

Outside Playspace

- ☐ 1. Verify space requirement (75 square feet per child is required)
- ☐ 2. Swimming pools. See Reg. 8.08 (11) for detailed information
- ☐ 3. Decks. See Reg. 8.07(3)(c) for detailed information
- ☐ 4. Potential hazards:
 - ☐ a. Accessibility to a busy street
 - ☐ b. Potentially hazardous materials: yard tools, chemicals, ladders, lawn mowers, junk, animal feces
 - ☐ c. Standing water including lakes, rivers, brooks, wetlands, drainage ditches
 - ☐ d. Play structures, sandboxes, outside toys
 - ☐ e. Any other hazard in your playspace (railroad tracks, steep drop-offs, etc.)

Inside Playspace

- ☐ 1. Verify space requirements (225 square feet for six children).
- ☐ 2. Storage of potentially hazardous materials:
 - ☐ a. Kitchen: cleaning materials, sharp knives and tools, plastic bags, boxed wrap with serrated edges, matches/lighters, thumbtacks
 - ☐ b. Bathroom: cleaning materials, including aerosols, razors, shampoos, cosmetics, medications. Electrical appliances (toothbrushes, curling irons, shavers, hair dryers plugged in near sink)
 - ☐ c. Bedrooms: cosmetics, perfumes, deodorants, loose change, water beds
- ☐ 3. Heating Sources:
 - ☐ a. All radiators, hot water pipes, coal/wood stoves, gas-on-gas stoves (used for heating), fireplaces must be made inaccessible to children
- ☐ 4. All unused electrical outlets must be covered
- ☐ 5. Stairways:
 - ☐ a. Well-lighted and hazard free
 - ☐ b. Open stairways of four stairs or more must be protected so that children cannot fall through the open side
 - ☐ c. Gates are required if you care for children under the age of three. Refer to Reg. 8.08(14)
- ☐ 6a. Operable telephone required.
- ☐ 6b. Emergency telephone numbers. The following must be posted visibly next to your telephone: Fire, Police, Ambulance, Poison Control Center, Nearest Emergency Health Care Facility, your two (2) emergency back-up people, your address and your phone number
- ☐ 7. First aid materials. You must have, preferably in one location, the following: adhesive tape, tweezers, instant cold pack, gauze pads, gauze rolls, latex disposable gloves, bandages, syrup of ipecac, thermometer, scissors, money for a pay phone. The bandage compress listed in the regulations is not necessary.
- ☐ 8. Napping Materials. You must have available enough individual materials (sleeping bags, mats, playpens, etc.) for the number of children you are requesting to care for.

- ☐ 9. Smoke detectors. See Reg. 8.08(13) for more information
- ☐ 10. Play materials. See Reg. 8.09(3) for details
- ☐ 11. You must have a working flashlight available on each floor level you are using
- ☐ 12. Pets. All pets must be free from disease and kept in a safe and sanitary manner. Litter boxes must be inaccessible to children.
- ☐ 13. Liquid soap and paper towels or individual towels must be available for children.
- ☐ 14. Does the day care space, inside or out, contain any peeling paint?
- ☐ 15. Evacuation plan. Have your written plan ready for review.
- ☐ 16. Exits. Both exits must be free of hazards.
- ☐ 17. Windows above the first floor are securely screened, barricaded, or opened from the top.

As each home is different, your licensor may be able to offer ideas that will enable you to set up your environment to promote the health and safety of the children in your care..

APPLICATION FOR FAMILY DAY CARE LICENSE

Please Type or Print All Answers.

1 Information About You

Please list the address where you will be providing family day care. If that address is different from your home address, complete the mailing address section.

Name _____ Date of Birth _____

Address _____
(STREET) (TOWN) (ZIP)

Telephone _____
(DAY) (EVENING)

Do you live at this address? ☐ Yes ☐ No

Mailing Address _____
(if different from above) (STREET) (TOWN) (ZIP)

2 Household Members

List every household member and any person regularly on the premises where you will be providing family day care.

Name	Date of Birth	Relationship to Applicant	Number of Hours Home During Day Care Operation

FOR OFFICE USE ONLY

Facility _____ Licensur Code _____ Expiration Date _____ Amount Received _____ Date _____

3 ■ License Status & Capacity

Refer to the licensing guide section titled "Number of Children" for more information.

How Many Day Care Children Do You Want To Be Licensed For? _____ (cannot exceed 6)

Are You Currently Caring For Children Who Are Not Related To You? ☐ Yes ☐ No

Will You Be Providing Any Evening, Night or 24 Hour Care? ☐ Yes ☐ No

More information can be found in the regulations in Section 8.09(8).

PREVIOUS OR CURRENT INVOLVEMENT WITH OFC

Have you ever:

- applied for a family day care license? ☐ Yes ☐ No
- applied for an approved assistant certificate? ☐ Yes ☐ No
- been issued a family day care license? ☐ Yes ☐ No
- been issued an approved assistant certificate? ☐ Yes ☐ No
- been issued any license or certificate by OFC for Group Day Care, School Age Child Care, or Substitute Care? ☐ Yes ☐ No
- been denied any OFC license or certificate? ☐ Yes ☐ No
- had any OFC license or certificate revoked or suspended? ☐ Yes ☐ No
- have you ever given up your day care license or certificate voluntarily? ☐ Yes ☐ No

Are you an approved foster care provider? ☐ Yes ☐ No

List the number(s) and expiration dates of any license or certificates you have held: _____

If applicable, please describe the reasons why your license or certificate was denied, revoked or why you gave up your license or certificate voluntarily: _____

4 ■ Employment History and References

Unreturned reference forms can cause delays in your receiving your license. Please remember to:

- Let your references know that they will be receiving forms to fill out and return promptly.
- Use people who have known you for a year and have seen you caring for children.
- Provide the complete, correct address and telephone number for each reference.
- **Do Not Use Relatives** (including in-laws)

EMPLOYMENT HISTORY AND REFERENCES

List all child care related positions you have held in the last five years. Babysitting experience and caring for children in your home are considered child care related positions and must be included.

Title of Position _____

Dates of Employment _____

Reason for Leaving _____

Name of Employer _____

Address _____

Phone Number _____

Title of Position _____

Dates of Employment _____

Reason for Leaving _____

Name of Employer _____

Address _____

Phone Number _____

If more space is needed, attach another piece of paper and follow the same format as above.

PERSONAL REFERENCES

Please ask three people **other than relatives** (this includes in-laws) who have seen you caring for young children and have known you for at least one (1) year to be a personal reference for you. Please list the individuals who have agreed to complete the reference form.

Name _____

Name _____

Relationship to You _____

Relationship to You _____

Mailing Address _____

Mailing Address _____

Day & Evening Phone Numbers _____

Day & Evening Phone Numbers _____

Name _____

Relationship to You _____

Mailing Address _____

Day & Evening Phone Numbers _____

When your application is received a reference form will be mailed to everyone you listed in the employment history and personal reference sections.

MEDICAL EMERGENCY BACKUP PEOPLE

List the names of two people who have agreed to assist you with the children in the event of an unanticipated medical emergency. If one of the two persons you list is a provider or an approved assistant, you must list a third person who is not a provider or an approved assistant.

Name	Town	Distance from Your Home (within 10 minutes)	Phone Numbers (must have a phone)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

5. Provider Qualifications

If you do not have at least a year's parenting experience, you will have to provide evidence of experience and training as stated in Regulation 8.04(2). If you have any questions, please call your licensor.

Experience: Complete information in each category you wish to be considered in meeting the experience requirement. Include the total number of MONTHS/YEARS and HOURS you have cared for children:

	Months/Years	Hours Per Week
Caring for your own children	_____	_____
Babysitting	_____	_____
Caring for other people's children in your home	_____	_____
Day care center, nursery school or kindergarten	_____	_____
Other: _____	_____	_____

Training: If you wish to use course work or a Certificate of Staff Qualifications issued by the Office as a substitution for experience, please attach copies of the documentation (Transcripts, Certificates of Training).



INDOOR SPACE

1. Please describe the family day care residence: (e.g. single family, duplex, apartment, etc.) _____

2. Please identify all rooms to be used by family day care children (include kitchen). Only measure floor space which can be used by children.

ROOM	USE	SIZE	FLOOR LEVEL
<i>(exact measurements)</i>			

3. Describe the exits from your home (how many, where located). If passage through another individual's living space/dwelling is required, please note that information.

OUTDOOR SPACE

1. Will you be using your yard for the outdoor play space for the day care children? ☐ Yes ☐ No

IF YES,

A. What are the measurements? ____ feet x ____ feet

B. Is it located on a busy street? ☐ Yes ☐ No

C. If the play space is fenced, please describe the height and type of fence: _____

IF NO,

A. Please state the name, size and distance from your home (must be within 10 minutes) of the park or other alternative play space you want approved: _____

2. Does your family day care outdoor play space or entry and exit from your home allow children access to: broken glass, construction materials, water, open wells, lakes, rivers, streams, peeling paint, brooks, wetlands, marshes, railroad tracks or any other hazards? ☐ Yes ☐ No

If yes, list all hazards: _____

How will you protect children from these hazards? _____

3. Do you have an above ground or in-ground swimming pool (not a wading pool)?

☐ Yes ☐ No

If yes, please describe it and how you will make the pool safe and inaccessible to children: _____

4. Do you have an outdoor porch or deck, which is more than 3 feet from ground level at any point, that you plan to use for day care children? ☐ Yes ☐ No

HOME SAFETY

1. What types of heating elements do you have? (check all that apply)

- ☐ Radiators, Hot Water Pipes ☐ Baseboards ☐ Gas on Gas Stove (heating)
☐ Space Heater ☐ Vents/Grates ☐ Fireplaces _____
☐ Coal/Woodburning Stoves _____

If you have anything other than baseboard or vents/grates, OFC requires that they be barricaded in a way that keeps children safe. Please call the Office for Children if you need a resource sheet.

How will you prevent children from coming into contact with any of the other heating elements? ____

2. Do you have firearms or ammunition in your home? ☐ Yes ☐ No

If yes, how are they made inaccessible to children? _____

3. Are smoke detectors located on each floor level of your home? ☐ Yes ☐ No

Describe in detail how you would spend your day with day care children. Include activities for all age groups, meals, snacks, diapering, toileting, outdoor play, and naps.

6 ■ **Schedule of Activities**
Regulation 8.09(2) has more information on what you should think about when planning daily routines and activities.

7**■ Discipline**

For more information, please refer to the Licensing Guide section titled "Discipline".

Describe in detail the steps you would take when disciplining children of various ages.

BACKGROUND INFORMATION

1. Are you, or any other person living in the home or regularly on the premises, currently under investigation for physical and/or sexual abuse or neglect of a child? ☐ Yes ☐ No
2. Have you, or any other person living in the home or regularly on the premises, ever been found to have physically and/or sexually abused or neglected a child? ☐ Yes ☐ No
3. Have you, or any other person living in the home or regularly on the premises, been identified to be the parent of a child who has been adjudicated (legally found) to be in need of care and protection? ☐ Yes ☐ No
4. Have you, or any other person living in your home or regularly on the premises, had a restraining order issued against you/them or requested a restraining order for protection? ☐ Yes ☐ No

If you answered yes to any of the above statements please explain: _____

5. Have you or any other person living in the home or regularly on the premises been convicted or have charges pending of:

- a. an offense involving physical or sexual abuse of a child or adult? ☐ Yes ☐ No
- b. an offense involving rape of a child or adult? ☐ Yes ☐ No
- c. any other offense involving children? ☐ Yes ☐ No
- d. any of the offenses listed in Appendix A of the Regulations? ☐ Yes ☐ No

If you answered yes to any of the above statements please explain: _____

6. Are there any outstanding defaults or warrants against you or any adult household member or any adult regularly on the premises? ☐ Yes ☐ No

If yes, please explain: _____

7. Do you, or any other person living in the home or regularly on the premises, use alcoholic beverages, narcotics or other drugs to an extent or in a manner that impairs your ability to care for children properly? ☐ Yes ☐ No

If yes, please explain: _____

OPTIONAL INFORMATION

For statistical, planning, and referral purposes:

Language preferred _____

Race/ethnicity _____

PLEASE READ CAREFULLY AND SIGN BELOW

I am applying for a family day care license;

I have read the attached licensing guide and I specifically understand my responsibilities as a family day care provider regarding: supervision of children; disciplining children; protecting children from abuse and neglect; cooperation with the Office for Children during investigations of my day care, other responsibilities required by law, list of required notifications, numbers of children, approved assistants, household member approved assistants and emergency back up people;

I have read and understand the questions in this application. I have read over my answers to the application questions, and, to the best of my knowledge, the information I have provided and the responses I have given are true;

I understand that furnishing or making of any misleading or false statements or reports anywhere in this application is grounds to revoke, suspend, refuse to issue or refuse to renew a family day care license;

I have read 102 CMR 8.00 *Standards for the Licensure of Family Day Care Homes*; and I agree to operate my family day care home in compliance with the Office for Children Family Day Care Regulations.

Signed under pains and penalties of perjury:

Date

Signature of Applicant

TAX CERTIFICATION STATEMENT

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

*Signature of Individual or Corporate Name (mandatory)

By: Corporate Officer (Mandatory, if applicable)

**Social Security # (Voluntary) or Federal ID #

Date

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing of delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law c.62c s.49A.

